

**DIOCESE OF DES MOINES**  
**Catholic Schools Policies/Regulations**

**ADMINISTRATION**

**Steps Involved for a Possible Major Change in a School Operation or Academic Programs**

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that any major change in the operation or academic programs of a school must be approved by the pastor (canonical administrator) Superintendent, and referred to the Bishop for final approval prior to the enactment of the change.

The approval of the Bishop will be considered only after completion of the processes and steps contained in Regulation 326.1.

Policy Adopted: May 17, 1975  
Policy Revised: May 21, 2012  
Policy Reviewed: May 21, 2018  
Policy Revised: July 30, 2021

**Steps Involved for a Possible Major Change in a School Operation or Academic Program  
Regulation 326.1**

The steps to be followed if a school proposes a major change in its operation or academic programs are:

1. The administrator must obtain permission of the pastor/canonical administrator and Superintendent to explore the major change.
2. The administrator must present to the local board of education the steps the school will follow in order to investigate the possible change, which include educating the staff, parents and students and, if necessary, the parishioners.
3. Approval must be obtained from the pastor/canonical administrator and Superintendent to proceed.
4. The Superintendent of Schools will keep the Bishop updated on movement toward the change and seek his approval.
5. If approval to proceed is given by the Bishop, the following education and investigation processes are to take place:
  - a. Conduct research citing both the pros and cons including academic success or evidence to demonstrate that the proposed change is not harmful.
  - b. Hold a series of informational meetings for pastor/canonical administrator, staff, local board, parents, parishioners, if needed, in order to educate people about the possible change.

- c. Provide opportunities for Q & A sessions.
  - d. Contact other school administrators and faculty, preferably from Catholic schools, which have experience with the proposed change.
  - e. Conduct a financial impact study, in collaboration with the Superintendent, that contains all of the income and expenditures involved with the possible change and compare it with the income and expenditures for the same academic year without the proposed change included.
  - f. Share the results of the financial impact study with the pastor/canonical administrator, members of the local board of education and parish finance committee. The input of the pastoral council and parish finance committee are to be sought in the process.
6. Upon completion of the above steps, the administrator must present the results to the pastor/canonical administrator and local board of education/school board.
  7. If the pastor/canonical administrator grants permission, the administrator will present the proposed change and findings from the research study to the Bishop, who will determine if the proposed change will be put into place.

Regulation Adopted: April 1, 2010  
Regulation Reviewed: May 21, 2018  
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